

REQUEST FOR QUALIFICATIONS
WORKFORCE INVESTMENT ACT SERVICE PROVISION
For
MADISON COUNTY, INDIANA
Program Years 2009 through 2011

Issue date: January 22, 2009
Due date: February 12, 2009

Contact: Lance Ratliff
Interlocal Association
P.O.Box 69, 836 S. State St.
Greenfield, IN 46140
317-467-0248 Ext 317
lanceratliff@hotmail.com

Interested Entities/Organizations should submit 2 copies of their **Statement of Qualifications** in a sealed envelope to the listed contact by 4:00 pm on the due date. Submissions should include responses to all items listed under “Contents for Statement of Qualifications” and should not exceed 15 pages in length.

By submitting a proposal and signing below, the authorized entity representative agrees to the “Conditions of Submission” stipulations and assurances which are a part of this solicitation.

Submitting Entity_____

Authorized Representative Name_____

Signature_____Date_____

**Request for Qualifications
WIA Service Provider
Madison County, Indiana**

Background:

Interlocal Association (IA) is an intergovernmental organization formed in 1973 for the purpose of supporting local community development programs. IA plans to respond to a Request for Proposals from the Region 5 Workforce Board to provide Workforce Investment Act (WIA) funded services for adults, dislocated workers and youth in Region 5 for the period beginning July 1, 2009. Through this Request for Qualifications (RFQ) IA is seeking to identify an organization to provide WIA services for Madison County which may be included as part of the IA proposal for providing WIA services throughout the region.

Interested organizations should submit a **Statement of Qualifications** containing the following information.

Contents for Statement of Qualifications:

Organizational Information

1. Name of Organization
2. Contact person, Title, Telephone No. & Email address
3. Mailing address, FAX number, Website, if any
4. Type of Organization: For Profit, Non-Profit, Governmental, other
5. Date established or incorporated, years in existence
6. Mission of the Organization
7. Description of services provided
8. Organizational structure with description of key management staffing including education, experience and tenure with organization
9. Most recent period audited, name and contact information of auditing firm, amount of expenditures audited and any findings or questioned costs for the last three years

Organizational Experience

1. List of current contracts, amounts, funding source, and description of services provided
2. Experience in providing WIA services for adults, dislocated workers, and youth; include levels of performance versus negotiated levels for the 17 WIA performance measures and common measures as applicable for each program year in which services were provided since July 1, 2003
3. Experience with providing WIA services within the Indiana Department of Workforce Development's (DWD) policy for integration of services including the use of the TrackOne automated case management system

Service Delivery in Madison County

1. Summarize the major workforce challenges for workers in Madison County
2. Summarize the major workforce challenges for employers in Madison County

3. What working relationships with other community entities would be beneficial for enhancing the effective delivery of WIA services to area clients? Are any of these relationships currently in place?
4. What additional resources and/or funding will be provided to enhance the provision of services and to reduce the additional management costs associated with subcontracting for services in Madison County?
5. Provide two references who may be contacted related to the services provided by the organization

CONDITIONS OF SUBMISSION

1. Interlocal Association reserves the right to accept or reject any or all proposals submitted, negotiate with all qualified submitting entities, or cancel in whole or in part this Request for Qualifications if deemed in Interlocal Association's best interest to do so.
2. By submitting a proposal, the entity assures compliance with all applicable laws and regulations governing the operation of programs funded by the Federal and/or State legislation, and that the entity is not disbarred from doing work for State or Federal government.
3. Interlocal Association may change the provisions of this Request for Qualifications at any time if Interlocal Association decides that changes are in its best interest.
4. The submitting entity understands and agrees that submitted proposals will become part of Interlocal Association's official solicitation file without obligation.
5. Issuance of this Request for Qualifications does not commit Interlocal Association to award a contract or to pay costs associated with proposal preparation.
6. Interlocal Association, for any contract executed, may extend the contract or enter into a new contract for additional like services for a period not to exceed thirty six (36) months from the date of the original contract.
7. As a condition to the award of financial assistance from the Department of Labor under Title 1 of WIA, the submitting entity assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully

admitted immigrant authorized to work in the United States or participation in any WIA Title 1 – financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin; and

Title IX of the Education Amendments Act of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The submitting entity also assures that it will comply with 29CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the entity's operation of the WIA Title 1 – financially assisted program or activity, and to all agreements the entity makes to carry out the WIA Title 1 – financially assisted program or activity. The entity understands that the United States has the right to seek judicial enforcement of this assurance.

8. Interlocal Association is an Equal Opportunity Employer/Program.

Questions about this request may be directed to the solicitation contact person.

COMPLAINT PROCEDURE

1. The complaint must be submitted in writing, within ten (10) working days of notification of the decision of contract award. The complaint must first be forwarded to: Program Director, P.O. Box 69, Greenfield, IN 46140. The complaint will be acknowledged and response will be issued within five (5) working days after receipt of complaint.
2. In the event that such a reply is not satisfactory, the complainant may present the complaint in writing, within ten (10) working days of the above mentioned response to:
Lance D. Ratliff, Executive Director, P.O. Box 69, Greenfield, IN 46140.
The complaint will be acknowledged and a response will be issued within five (5) working days after receipt of the complaint.